City of Seat Pleasant

Office of the City Administrator

A CITY OF EXCELLENCE SMART CITY

"Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things"

Department Name Administration_____

Date of Report   July 3, 2017_____ Reporting Period June 1-June 30, 2917_____

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

Several key members of the Executive Team attended the MML Conference. The City Administrator attended several workshops and three (3) reports are attached. One of the most significant sessions was on emergency preparedness. The City's public works department must become a member of the County's Public Works Association and must also adopt a Mutual Aid Agreement via a resolution in order to be able to borrow and use equipment from another jurisdiction and request assistance from a neighboring jurisdiction.

There was also a great discussion about key points to consider when considering property acquisition in order to reduce costs to cities.

Analyze department improvements that are needed and/or achieved based on the Smart City model.

The administration department was successful in securing approximately $1,700 in a credit against the annual premium cost of the Local Government Insurance Trust Insurance.

The administration also requested property tax liens against property owners for violation of the city codes exceeding $30,000.

The administration also was instrumental in the City receiving over $6,000 from an invoice submitted to the Board of Education for maintenance of property within the city that is owned by the Board of Education. The City Administrator is still negotiating with the Office of Central Services and an agreement with State Highway Administration concerning lot maintenance.

The administration department is also receiving as of July 1, 2017 real-time data from the finance office in terms of revenue, expenditures, and cash on hand in all bank accounts.

Indicate problems identified, barriers encountered and solutions reached.

Several businesses did not remit payment for business licenses by the deadline. As a result, late fees will be assessed. Additionally, it has been determined that assessment fees are too low, thus a recommendation will be submitted to the City Council to increase the business license fee.

Identify goals for the next reporting period.

Examples of Goals

Administration met 100% of its goal in terms of property tax liens for code violators for FY 2017.

Goal _____% reduction in household consumable waste (based on statistics from refuse contractor)
Goal _____% increase in recyclables (based on statistics from refuse contractor)
Goal_____ % increase in green initiatives (e.g., number of shredding events, trees planted, electric cars purchased/used, number of bags/pounds of leaves mulched, implementation of rain gardens, etc.)
Goal _____% increase in educational/promotional/marketing events for residents re green initiatives (e.g., newsletter articles re composing trainings, use of rain barrels, etc.)

Supporting Documentation: Source: Office of the City Treasurer

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Revenue
Line Item_4508___

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FY _ Budget (Previous Year)	FY 17 Budget (Current Year)	FY 17 Actual (Current Year)
	$0	$30,048.30

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Expenditures

Line Item_____

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FY_____ Budget (Previous Year)	FY _____Budget (Current Year)	FY _____Actual (Current Year)

Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc. (3)